

<http://www.lbl.gov/Workplace/Property-Management>

PROPERTY MANAGEMENT GROUP CHARTER

The Property Management Group exists to provide Berkeley Laboratory community with lifecycle management of assets used in fulfillment of DOE/LBNL research objectives.

ASSET TYPES

Two types of assets are funded by DOE for LBNL-sponsored work.

CONTROLLED

™Materials & equipment valued at \$5000+

SENSITIVE

\$300 Threshold

- ™Cameras (Still & Digital)
- ™Personal computers (laptops & workstations)
- ™Portable Video Projectors
- ™Printers
- ™Radio, two-way
- ™Recorders (CD, DVD, Dictation & Video)
- ™Scanners for computers
- ™Telephones (cellular & mobile)
- ™Video Cameras (TV, Movie & Video)

\$000 Threshold

- ™Personal Digital Assistants/Organizers w/PC Connection, e.g., pocket PCs & PDAs regardless of purchase cost

ACCOUNTABILITY

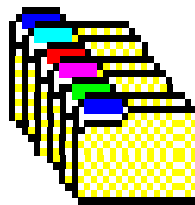
DOE property accountability requires that assets be assigned to responsible custodians & tagged with trackable barcode numbers.

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PROPERTY CUSTODIANS are responsible for knowing the status and location of all assets assigned to them. Each Division appoints Property Liaisons to support employees with transactions, such as obtaining authorizations & submission of forms, & maintain reference files of property transactions. They interface with Property Management on behalf of their Division research groups and are a key source of asset knowledge and history.



ELECTRONIC & PAPER FORMS FOR MOVING PROPERTY AROUND.

E-Forms can be found on the Property Management website. Multi-part paper forms provide carbon "receipts" and are available from Division Offices & Stores. The Equipment Movement Tag (Form #7600-59226), is required to document changes in custodian or location within the laboratory complex. Once completed, the signed form should be submitted to the Division Liaison who will update the information in the AMS database.



PROPERTY TAKEN OR SENT OFFSITE

Property leaving the laboratory for use at home or off-site research locations, including loans to other organizations, must be pre-authorized & accompanied by supporting documentation. The [Forms](#) rollup door will link to information & forms for moving property.



SHIPPING DOCUMENTS

All Property shipped offsite, whether for warranty repair, loans to other institutions, use in collaborations, etc., must be accompanied by a Shipping Document, (Form #7600-55567). Other relevant documentation such as a High Risk or radiological control, Foreign Loan agreement, etc, may be required. Please consult the Property Group or Shipping Department for guidance on completing the Shipping Document.

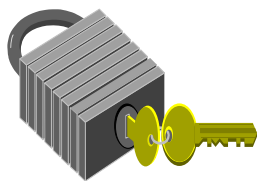


PROPERTY that is no longer needed for an activity should be reassigned, re-deployed to other groups, or sent to the Warehouse for redistribution. The EXCESS program maintains an inventory of items available for reuse and lists them behind the Excess rollup door on the Property Website.

The Property Management Group works closely with Division Liaisons to optimize the utilization of resources while minimizing the disruption of research.

CHECKLIST FOR MANAGING DOE PROPERTY AT BERKELEY LAB

- ✓ **KEEP ALL DOCUMENTATION ASSOCIATED WITH YOUR ASSETS (INVOICES, SHIPPING DOCUMENTS, ETC).**
- ✓ **KNOW THE LOCATION OF YOUR PROPERTY AT ALL TIMES.**
- ✓ **MAINTAIN & PROTECT YOUR PROPERTY FROM ENVIRONMENTAL DAMAGE.**
- ✓ **SECURE PROPERTY FROM THEFT.**
- ✓ **REPORT A LOSS IMMEDIATELY to Laboratory Security at x5472.**



INFORMATION AVAILABLE ON HOME PAGE

FORMS TRANSACTIONS LBNL PROPERTY MANUAL QUICK-READ FLYER DIVISION PROPERTY LIAISONS

REPORTS AVAILABLE IN AMS

Property Lookup by Custodian

The six-digit employee number can be used to search for a list of all assets assigned to an individual.

Property Item History

A search on the seven-digit DOE barcode number linked to each asset produces its entire history from acquisition to current status.

Property Items in Building or Trailer

A list of all assets in a specific location can be generated by searching on building or trailer and room number.

QUICK-READ

PROPERTY RESPONSIBILITIES at BERKELEY LAB

The Essentials



LBNL Property Management Group
Location: Building 69 Second Floor
MS: 69-201

Tel: 510 486 5151 Fax: 510 486 6580
Email: Property-Management@lbl.gov

Home Page:
<http://www.lbl.gov/Workplace/Property-Management>

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